



STATE OF ARKANSAS
**Department of Finance
and Administration**

OFFICE OF ADMINISTRATIVE SERVICES
1515 West Seventh Street, Suite 700
Post Office Box 2485
Little Rock, Arkansas 72203-2485
Phone: (501) 324-9057
Fax: (501) 324-9070
<http://www.state.ar.us/dfa>

MEMORANDUM

TO: DFA Administrators
Personnel Contacts

FROM: Janis Harrison, Administrator
Office of Administrative Services

DATE: July 5, 2005

SUBJECT: 2005-06 Pay Progression Plan for Data Entry Specialists, K006

Below is the updated plan to increase Data Entry Specialists' pay as they gain skills and speed. The plan also allows for DESs to be hired in at various levels on the pay scale, depending on their skills entering the position.

As you know, this is required for all Data Entry Specialists in DFA, but can be approved by the DFA Deputy Director, and is not sent to the Office of Personnel Management for approval.

The following requirements must be met for each level:

New hires who meet minimum qualifications but who have no additional training or experience--
\$15,196 (\$7.3058/hr)

Hires who meet minimum qualifications and who have additional data entry training or at least three additional months of experience (and, if a DFA employee, meet performance and conduct standards)--**\$16,063 (\$7.7226/hr)**

Hires who meet minimum qualifications and who have additional data entry training and at least three additional months of experience (and, if a DFA employee, meet performance and conduct standards)--**\$16,930 (8.1394/hr)**

Employees who meet performance measurements as set up by each office, and who otherwise meet performance and conduct standards--**\$17,798 (\$8.5567/hr)**

"Meeting standards" for performance and conduct is defined as having received no official action greater than a verbal warning for any performance or conduct issue within the three months prior to the request for salary increase. "Performance measurements" will be decided by each office as a means to assess how accurately/quickly/efficiently the employee performs data entry as required by that office. These should be standard criteria that are communicated to each Data Entry Specialist.

Each step above represents a +5% increase in the employee's salary.

Please contact the DFA Human Resources Office for further assistance or with questions.

**DEPARTMENT OF FINANCE AND ADMINISTRATION
DATA ENTRY SPECIALIST—K006
SPECIAL ENTRY RATE CERTIFICATION FORM**

This completed/**approved** certification must be attached to the
Employee Master Data forms for hire or salary increase.

Employee Name:		Personnel # or SSN:
Effective Date:	Hourly Rate:	Position Number:

The employee meets the following qualifications and is recommended for movement to the special entry rate as indicated below:

- ☐ New hire who meets minimum qualifications but who has no additional training or experience--\$15,196 (\$7.3058/hr)
- ☐ New hire who meets minimum qualifications and who has additional data entry training or at least three additional months of experience (and, if a DFA employee, meets performance and conduct standards)--\$16,063 (\$7.7226/hr)
- ☐ New hire who meets minimum qualifications and who has additional data entry training and at least three additional months of experience (and, if a DFA employee, meets performance and conduct standards)--\$16,930 (\$8.1394/hr)
- ☐ Employee who meets performance measurements as set up by this office, and who otherwise meets performance and conduct standards--\$17,798 (\$8.5567/hr)

We certify that the above information is accurate and can be verified by records maintained in the employee's personnel file.

Supervisor's signature Date

Administrator's signature Date

DFA Human Resources Office Review		Date
DFA Deputy Director Review		Date